



Massachusetts Department of Environmental Protection
Bureau of Resource Protection – Drinking Water Program (Water Supply)

BRP WS 35A & B Permit to Install Vending Machine or Point-of-Use/Point-of-Entry Treatment Device at Ten or More Locations on One Distribution System

Instructions and Supporting Materials

Contents

- introduction
- permit fact sheet
- application completeness checklist
- Mass DEP addresses and phone numbers

Introduction

Massachusetts Department of Environmental Protection (Mass DEP) *Permit Applications*, as well as *Instructions & Support Materials*, are available for download from the Mass DEP Web site at mass.gov/dep in two file formats: Microsoft Word™ and Adobe Acrobat PDF™. Either format allows documents to be printed.

Instructions & Support Materials files in Microsoft Word™ format contain a series of documents that provide guidance on how to prepare a permit application. Although we recommend that you print out the entire package, you may choose to print specific documents by selecting the appropriate page numbers for printing.

Permit Applications in Microsoft Word™ format must be downloaded separately. Users with Microsoft Word™ 97 or later may complete these forms electronically.

Permitting packages in Adobe Acrobat PDF™ format combine *Permit Applications* and *Instructions & Support Materials* in a single document. Adobe Acrobat PDF™ files may only be viewed and printed without alteration. *Permit Applications* in this format may not be completed electronically.

Permit Fact Sheets

1. What is the purpose of this permit?

This permit serves to protect the public's health and welfare through the control of any product or operation that comes into contact with public drinking water. These products and operations must be controlled to prevent contaminants from leaking into the drinking water as well as to ensure that the products and operations work as designed. This permit consists of an approval for the installation of one type of Mass DEP approved vending machine or point-of-use (POU) treatment device or point-of-entry (POE) treatment device at 10 or more locations on the same distribution system. Legislative authority for this permit is stated in MGL Chapter 111, Section 160A. The Regulatory authority for this permit is stated in 310 CMR 22.04 and 310 CMR 22.23 of the Drinking Water Regulations.

2. Who must apply?

Public Water Systems (PWS), facility owners, manufacturers or their designated representatives seeking approval for the installation of one type of vending Machine or POU/POE treatment device at 10 or more locations on the same distribution system. If less than 10 vending machines or POU/POE devices are to be installed on a distribution system, see application BRP WS30. POE devices that are installed solely to enhance the aesthetic quality of the drinking water, and meet the minimum requirements detailed in 310 CMR 22.23 (6), are not required to apply for this permit

3. What other requirements should be considered when applying for this permit?

In addition to this permit, it may also be necessary to apply for other Mass DEP water treatment permits, e.g. BRP WS 09, 21, 22, 23, 24, 25, 28, 29, or 34.

Note: These additional requirements are intended to serve as a guide to the applicant. They do not necessarily include all additional requirements.

4. What is the application fee?

The fee structure associated with this approval is stated in 310 CMR 4.10(5)(ii)(1).

The application fee for BRP WS 35A (for vending machine) is \$1,330.

The application fee for BRP WS 35B (for POU/POE device) is \$1,330.

5. Where should this application be submitted?

Submit: a) the completed **BRP WS Application** form; b) the completed **original copy** of the Mass DEP **Transmittal Form for Permit Application and Payment**; and, c) any required supporting documentation to:

See "Mass DEP Addresses and Phone Numbers" page included in this package to find the mailing address for the regional office for your town. At the bottom of the address label please type: **Attn: Drinking Water Program**.

6. Where should I send the fee payment for this application?

Submit the applicable fee payment and a **copy** of the **Mass DEP Transmittal Form for Permit Application and Payment** to:

**Mass DEP
P.O. Box 4062
Boston, MA 02211**

7. What are the timelines?

As of December 25, 1998, if Mass DEP fails to complete its review of an adequately prepared **BRP WS Application** that has been submitted with the transmittal form and applicable fee within the specified timelines, the fee will be refunded. The timelines as specified in 310 CMR 4.00 are:

- a) Administrative Completeness Review: 30 days;
- b) Technical Review: 60 days;
- c) Applicant Response to Deficiencies: 60 days (only if required); and,
- d) Supplemental Technical Review: 60 days (only if required).

Notes: There is no public comment period for these permits. The timeline for the Supplemental Technical Review is calculated from the date that any deficiencies identified in the initial Technical Review are received by Mass DEP.

8. What is the annual compliance fee?

Currently, there is no annual compliance assurance fee for this permit.

9. How long is this permit in effect?

This permit is in effect as long as the applicant remains in compliance with appropriate laws and regulations and the Mass DEP determines that the product or operations continue to protect the public health and welfare.

10. How can I avoid the most common mistakes made in applying for this permit?

- a. Fill in all information on the **BRP WS Application** form.
- b. Attach all requested material (with the exception of the permit fee) on the Application Completeness Checklist to the **BRP WS Application**.
- c. Make sure that the **BRP WS Application** submittal package, including the Application and Completeness Checklist, and the original copy of the **Mass DEP Transmittal Form** is submitted to the appropriate office of Mass DEP.
- d. Submit fee and one copy of the **Mass DEP Transmittal Form** to: Mass DEP, P.O. Box 4062, Boston, MA 02211. DO NOT submit your **BRP WS Application** package with your payment.

11. What are the regulations that apply to this permit?

Where can I get copies?

These regulations include, but are not limited to:

- a. Drinking Water Regulations, 310 CMR 22.00.
- b. Timely Action and Fee Provisions, 310 CMR 4.00.
- c. Administrative Penalty Regulations, 310 CMR 5.00.

These may be purchased at:

State House Bookstore
Room 116
Boston, MA 02133
617-727-2834

State House West Bookstore
436 Dwight Street
Springfield, MA 01103
413-784-1376

Application Completeness Checklist

- ☐ The Transmittal Form is completed.
- ☐ BRP WS Application form is completed.

The following should also be submitted:

- ☐ A cover letter explaining the request;
- ☐ Approval letter from Massachusetts Board of Plumbers and Gas Fitters, if required for unit;
- ☐ Approval letter from Massachusetts Department of Environmental Protection for Vending Machine or POU/POE Model;
- ☐ Mass DEP backflow preventer permit (BRP WS 09);
- ☐ Cleaning and maintenance schedule; and,
- ☐ Identification of certified operator for system.

To submit the application package:

- ☐ Send one copy of the application along with the original copy of the Mass DEP Transmittal form to:

Mass DEP

_____ * Regional Office

Attn: Drinking Water Program

*See "Addresses and Phone Numbers page" included in this package.

- ☐ Send fee of \$1,330 in the form of check or money order made payable to *Commonwealth of Massachusetts*, along with one copy of the Mass DEP Transmittal Form to:

Mass DEP

P.O. Box 4062

Boston, MA 02211



Massachusetts Department of Environmental Protection

Addresses and Phone Numbers

DEP Boston
One Winter Street
Boston, MA 02108
Telephone: (617) 292-5500
Fax: (617) 556-1049
TDD: (617) 574-6868

William X. Wall Experiment Station
37 Shattuck Street
Lawrence, MA 01843
Fax: (978) 688-0352
Division of Environmental Analysis
Telephone: (978) 682-5237
Air Quality Surveillance
Telephone: (978) 975-1138

Division of Watershed Management
627 Main Street
Worcester, MA 01608
Telephone: (508) 792-7470
Fax: (508) 839-3469

DEP Western Region
436 Dwight Street
Suite 402
Springfield, MA 01103
Phone: (413) 784-1100
Fax: (413) 784-1149



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Alford
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Becket
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Brimfield
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Cheshire
Chester
Chesterfield
Chicopee
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Conway
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Longmeadow
Ludlow
Middlefield

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Montague
Monterey
Montgomery
Monson
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New Ashford
New Marlborough
New Salem
North Adams
Northampton
Northfield
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Sheffield
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Westhampton
West Springfield
West Stockbridge
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DEP Central Region
627 Main Street
Worcester, MA 01608
Phone: (508) 792-7650
Fax: (508) 792-7621
TDD: (508) 767-2788



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DEP Southeast Region
20 Riverside Drive
Lakeville, MA 02347
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Fax: (508) 947-6557
TDD: (508) 946-2795



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Swansea
Taunton

Tisbury
Truro
Wareham
Wellfleet
West Bridgewater
Westport
West Tisbury
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Wrentham
Yarmouth

DEP Northeast Region
205b Lowell Street
Wilmington, MA 01887
Telephone: (978) 694-3200
Fax: (978) 694-3499



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Malden
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Marblehead
Medfield
Medford
Melrose

Merrimac
Methuen
Middleton
Millis
Milton
Nahant
Natick
Needham
Newbury
Newburyport
Newton
Norfolk
North Andover
North Reading
Norwood
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Somerville
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Topsfield

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Walpole
Waltham
Watertown
Wayland
Wellesley
Wenham
West Newbury
Weston
Westwood
Weymouth
Wilmington
Winchester
Winthrop
Woburn



Massachusetts Department of Environmental Protection
Bureau of Resource Protection – Drinking Water Program

BRP WS Application

For Drinking Water Program (Water Supply) Permits or Approvals

Transmittal Number _____

Facility ID# (if known) _____

A. Application

1. Is this application for ☐ an **Original** or ☐ a **Resubmittal**?

2. Applicant:

Name _____

Address _____

City _____

State _____

Zip _____

Contact _____

Telephone _____

3. Consultant:

Name _____

Address _____

City _____

State _____

Zip _____

Contact _____

Telephone _____

B. Permit

Please check the permit or approval for which you are applying:

Zone II Determination for Existing Sources

- ☐ BRP WS 07 Approval to Conduct Pump Test for Zone II Delineation
☐ BRP WS 08 Approval of Zone II Delineation

New Technology

- ☐ BRP WS 11 Minor New Technology Approval; where no field test required
☐ Drinking Water Additive
☐ Cross Connection Device
☐ Water Vending Machine
☐ Other (specify): _____
- ☐ BRP WS 12 Major New Technology Approval: where field testing is required
☐ BRP WS 27 New Technology with Third-party Approval
☐ BRP WS 28 Vending Site/Source Prototype
☐ BRP WS 31 Vending and POU/POE Devices with Third-party Approval

New Source Approvals <70 gpm

- ☐ BRP WS 13 Exploratory Phase, Site Examination, Land Use Survey and Approval to Conduct Pumping Test
☐ BRP WS 15 Pumping Test Report Approval and Approval to Construct Source

New Source Approvals = or > 70 gpm

- ☐ BRP WS 17 Exploratory Phase, Site Examination, Land Use Survey, and Conduct Pumping Test
☐ BRP WS 19 Pumping Test Report Approval
☐ BRP WS 20 To Construct Source

Water Treatment Approvals

- ☐ BRP WS 21 To Conduct Pilot Study
☐ BRP WS 22 Pilot Study Report
☐ BRP WS 23A To Construct Facility <40,000 gpd
☐ BRP WS 23B To Construct Facility = or > 40,000 gpd and < 200,000 gpd
☐ BRP WS 23C To Construct Facility = or > 200,000 gpd and < 1 mgd
☐ BRP WS 24 To Construct Facility = or > 1 mgd
☐ BRP WS 25 Treatment Facility Modification
☐ BRP WS 29 Water Treatment: Chemical Addition Retrofits of Water Systems > 3,300 people
☐ BRP WS 30A Vending Installation Approval
☐ BRP WS 30B POU/POE Installation Approval
☐ BRP WS 34 Water Treatment: Chemical Addition Retrofits of Water Systems = or < 3,300 people
☐ BRP WS 35A Multiple Vending Installation Approval
☐ BRP WS 35B Multiple POU/POE Installation Approval

Water Quality Assurance

- ☐ BRP WS 26 Sale or Acquisition of Land for Water Source
☐ BRP WS 36 Abandonment of Water Source

Distribution System Modifications

- ☐ BRP WS 32 Systems > 3,300 people
☐ BRP WS 33 Systems = or < 3,300 people

C. Certification

"I certify, under penalty of law, that this application and all attachments were prepared under my supervision, in accordance with a system designed to ensure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information submitted in this application, the information submitted is, to the best of my knowledge and belief, true, accurate and complete."

Print Name _____

Authorized Signature _____

Position/Title _____

Date _____

Important:
When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.

